



Miami Dade County Building Department
Miami-Dade Permitting & Inspection Center
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www.miamidade.gov/building/

Miami-Dade County Building Department's New Concurrent Plan Processing System (CPP)

Roofing Contractors can now submit a CD ROM containing the documents required for a Miami-Dade County Building Department roof permit. Also provided by the contractor along with the CD is a completed original signed and notarized copy of the yellow Building Permit application form. Window number 8 at the Miami-Dade Permitting and Inspection Center (MDPIC) has been designated for our customers use to submit the CD and application form. At the window the application form and the data on the CD are downloaded into the **Concurrent Plan Processing System (CPP)**, and a process number is issued. The **CPP** system allows the electronic review of permits by multiple reviewers and departments, thus expediting the permitting process.

The necessary roofing forms and documents are saved as PDF document files on the CD. The PDF documents once created and saved will look like the original documents and can contain text, drawings, or even graphics. New fillable roofing forms are available on the Miami-Dade County Building Department's website at www.miamidade.gov/building/. These forms can be completed and saved as PDF documents and included on the CD as part of the roof permit package. Go to the website and then click on the forms/applications/checklist link, to access these forms.

All of the downloaded PDF documents in the **CPP** system can be reviewed, marked up, disapproved or approved electronically. Once the review of the documents is completed, contractors are notified by e-mail of any needed corrections or if their application has been approved. Once the **CPP** application is approved, Roofing Contractors are able to pay for the roof permit "online" and print the permit card and all of the approved documents at their place of business.

For additional information contact:

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